

LIBERTY Steel Group, as part of the GFG Alliance, is a global steel and mining company with over 30,000 employees in more than 200 locations on four continents. It is an international business with an integrated offer - from the production of liquid steel made from raw materials and recycled materials, to high-precision steels and associated services, available to customers worldwide.



Liberty Skopje, as part of the Liberty Steel Group, is one of the largest producers of steel products in the Balkans and offers cold rolled, galvanized and organic coated products, mainly for the general industry segment of the regional market. We believe that our position in the steel and mining industry brings unique opportunities. We are currently inviting interested applicants to apply for the full-time position in our Human Resources and Legal Affairs department (1 position).

HR Generalist

Key responsibilities:

- Monitors and implements human resources policy and administers all personnel related policies and procedures
- Administers all employee related documentation (personnel files) and updates the software program to ensure accurate and up-to-date data for all employees
- Is responsible for the efficient implementation of the program for the introduction of new employees
- Administers health insurance and pension schemes for all employees of Liberty AD Skopje
- Analyzes the requirements for jobs, prepares a description of new jobs, prepares decisions, and makes changes and appropriate updating of the Systematization in case of need
- Monitors the presence/absence of employees, works to improve efficiency, and provides appropriate reports and statistics related to the same
- Salary and benefits processing - in accordance with applicable legal regulations, accurate and timely calculation, payment, withholdings, accurate and timely delivery of necessary documentation to relevant institutions and employees
- Creating and monitoring a budget related to employee expenses, monitoring and controlling it and providing appropriate reports/inputs to stakeholders, as well as necessary advice and guidance regarding labor market trends
- Developing, creating and maintaining accurate and timely reports including but not limited to key indicators related to status and number of employees, open positions, overtime, sick leave, type of contracts, disciplinary measures, turnover, performance as well as other ad hoc reports according to needs
- Works on optimizing existing reports and digitizing processes to ensure operational efficiency
- Responsible for planning and successful implementation of the training plan (internal and external trainings)
- Responsible for workforce planning - recruitment, succession planning, development, and talent management
- Responsible for implementing the company's internal communication strategy
- Conducts annual employee satisfaction surveys and responds according to the defined action plans
- Responsible for successful cooperation with educational institutions, for the purpose of training and provision of workforce

Requirements:

- 3+ years of relevant working experience
- Strong communicational skills both written and verbal (both in Macedonian and English)
- Excellent analytical skills and high numerical aptitude
- Sound understanding of current Labor Law legislation
- Strong organizational and time management skills

Note: In accordance with personal data protection law, by submitting your application we will process your personal data as a pre-contractual activity or, if you agree, store it in our candidate database. You can withdraw your consent at any time by sending a request to the following email: HRJobs.Skopje@libertysteelgroup.com. More information can be found in the Privacy Notice for Employment Candidates: <https://libertysteelgroup.com/mk/vacancies/>